

**Hampton Parks and Recreation Department
School Age Programs (SAP)
Parent/Guardian Letter of Understanding**

The goal of the School Age Program is to provide a supervised environment in which children are exposed to skills, which promote self-esteem, self-reliance and responsibility through educational, physical, and socially oriented activities that are safe and fun.

This is to ensure that you understand your responsibilities in enrolling your child in the School Age Programs (SAP):

HOURS OF OPERATION

_____Initials

Elementary School Program (Depending on School)	2:30 p.m. – 6:00 p.m., Monday through Friday 3:20 p.m. – 6:00 p.m., Monday through Friday
Year-Around School Inter-Session Program	12:00 p.m. – 6:00 p.m., Monday through Friday
Before School Program	7:00 a.m. – 8:30 a.m., Monday through Friday
Middle School Program (Summer Playgrounds)	3:00 p.m. – 6:00 p.m., Monday through Friday 9:00 p.m. – 2:00 p.m., Monday through Friday
(Summer Fun, Adventure and Teen Camps)	7:00 a.m. – 6:00 p.m., Monday through Friday
(Spring and Winter Break Programs)	7:00 a.m. – 6:00 p.m., Monday through Friday

The Hampton Parks and Recreation School Age Program (SAP) will not operate during the school year on days that schools are closed. This includes weather cancellations.

ACTIVITIES

_____Initials

The Hampton Parks and Recreation Department School Year Programs offer daily homework time and snack. Homework time will be followed by other activities, which can include arts and crafts, indoor/outdoor sports, enrichment activities, seasonal projects and other special activities. After school staff will be available to assist your student during homework time with specific questions. However, we do not have the staff ratio to accommodate a 1-to-1 tutorial service. The summer programs offer a variety of fun and enrichment activities including: trips, swimming, sports, guest speakers, arts and crafts, enrichment activities and more.

ENROLLMENT

_____Initials

Centers have a maximum enrollment of 60 to 65 children depending on the site location. Once this is reached your child will be placed on a waiting list.

Site Leader will maintain payment cards and passes to indicate payment at site. The pass or card day will be deducted whenever the participant comes into the program no matter how long a time they are there. Scheduled absences should be discussed with Program Leaders prior to days absent. You must notify the leader of the center your child attends at least one day in advance of scheduled absence or restarting the program so snack numbers can be planned accordingly.

A non-refundable registration fee of \$12.00 per child is required during (Current School Year) and a non-refundable registration fee \$15.00 per child is required during (Summer Programs) at the time of enrollment. This registration fee is good for the current school year or current summer program only.

OPEN DOOR POLICY

_____Initials

I understand and acknowledge that all School Age Programs conducted by the Hampton Department of Parks and Recreation, are a "Drop In/Drop Out" recreational programs, where my child (ren) are free to enter or leave the premises without permission or supervision. Trained employees staff our program with a staff to student ratio of no more than 15 to 1. We encourage parents to discuss individual student needs with program staff.

PAYMENT (ONLY CHECKS AND MONEY ORDERS ARE ACCEPTED & NO OUT-OF-TOWN CHECKS)

_____Initials

School Age Program payments for Year-Around and Traditional Schools are as follows:

- \$35 for an Elementary Program weekly card and a \$12 one-time registration fee.
- \$120 for an Elementary 4-week card (a \$20 savings) and a \$12 one-time registration fee.
- Additional child payment is \$30 per week or \$110 for a monthly card (and a \$12 one-time registration fee).

PAYMENT con't (ONLY CHECKS AND MONEY ORDERS ARE ACCEPTED & NO OUT-OF-TOWN CHECKS)

- Year-Around School Inter-Session fee is \$55 for a weekly card and \$95 fee for a bi-weekly card.
- Additional child payment is \$50 for a weekly card and \$90 for a bi-weekly card.

- \$30 for a Middle School Program weekly card and a \$12 one-time registration fee.
- \$100 for a Middle School 4-week card (a \$20 savings) and a \$12 one-time registration fee.
- Additional child payment is \$25 for weekly card and \$95 for a monthly card.

- \$12 for a Before School Program weekly card and a \$12 one-time registration fee.
- \$40 for a Before School 4-week card (an \$8 savings) and a \$12 one-time registration fee.
- Additional child payment is \$10 for weekly card and \$35 for a monthly card.
- *Students that participate in both the A.M. and P.M. School Age Programs only pay one (1) registration fee.*

School Age Program payments for Adventure Program and Summer Fun Program are as follows:

- \$70 for a weekly card and a \$15 one-time registration fee.
- Additional child payment is \$65 for a weekly card and a \$15 one-time registration fee.

School Age Program payments for Teen Camps are as follows:

- \$65 for a weekly card and a \$15 one-time registration fee.
- Additional child payment is \$60 for a weekly card and a \$15 one-time registration fee.

TAX INFORMATION

_____Initials

It is your responsibility to keep receipts or canceled checks for income tax purposes. Hampton Parks and Recreation's Federal Tax ID# 54-6001336.

PENALTY FOR LATE PAYMENTS

_____Initials

Any participant who attends the SAP without a current pass will be assessed a Late Payment Penalty. The penalty is:

First week = 1st week's payment + \$10.00 penalty fee

Second week = 1st week's payment + \$10.00 penalty fee & 2nd week's payment plus \$10.00 penalty fee.

The current week's payment is due as scheduled. An additional \$10.00 penalty fee will be assessed for each week the payment is late. If payment is not received after the second week the participant will be withdrawn from the program for the remainder of the year and the debt is submitted to the City Attorney's office for collection.

To re-enroll the participant must re-register. The outstanding debt must be paid to include the tuition, late fees and registration fee.

LATE PICK-UP CHARGE

(ONLY CHECKS AND MONEY ORDERS ARE ACCEPTED & NO OUT-OF-TOWN CHECKS)

_____Initials

The SAP closes **promptly at 6:00 p.m. daily.** There will be a penalty fee of \$5.00 for every five minutes after 6:00 p.m. that your child is left at the center. This will be enforced. If the parents or emergency contacts cannot be reached and the center has not heard from you by 6:30 p.m. Child Protective Services will be called. The late fee is payable in check or money order to the site leader or camp counselor at the time of pick up. We shall issue a statement or receipt for late charges. If the fee is not paid, your child (ren) will not be able to return to the program until the "late fee" is paid. If you are consistently late picking up your child other arrangements will need to be made. **CONTINUOUS TARDINESS CAN RESULT IN SUSPENSION** from the program.

REFUNDS

_____Initials

NO REFUNDS will be given due to suspensions or misbehavior.

During the normal school year paid days are only taken as your child attends the program and can be rolled over weekly or monthly. If a participant transfers to another school or site location days are transferred. If a participant relocates to another state refunds are mailed.

REFUNDS con't

During summer months refunds are not given because of missed days. If an entire week is missed due to illness (accompanied by a doctor's excuse) or a family emergency, refunds will be given. Immediate family members: mother, father, sister, brother, grandparents, aunt or uncle.

ALL OF OUR TRIPS ARE CONTRACTED; THEREFORE THERE WILL BE NO REFUNDS FOR TRIPS.

BEHAVIOR PROBLEMS

_____Initials

The SAP uses a positive approach to discipline in an attempt to redirect negative behavior, however, flagrant disobedience and destruction of property will not be allowed. Children are given warnings, time-out, and privileges may be removed.

Parents will be notified by site staff of any behavioral issues the day of occurrence.

Any child who is unable to respond positively to the program will be dismissed. You will be called to pick up a child who is uncontrollable immediately.

DRESS CODE

_____Initials

Participants are expected to maintain good grooming habits and appropriate dress. Participants may be asked to leave or change into appropriate dress. The following clothing will not be accepted: Clothing that displays obscenities of violence, sexual content, drug-related messages and profanity. Shirts, blouses or dresses which expose the midriff, navel or cleavage. Clothing that sags below the waistline or must be held in place with the hands. Shorts, skirts and dresses that do not reach the finger tips when both hands are at the side.

Children should come to the program appropriately dressed for outdoor activity, including hats, mittens, and boots in the winter and sunscreen in the summer. Participants should be dressed according to the days activities.

We are unable to keep individual children inside when the group is going out to play. Outdoor play is important and educational; therefore, it is crucial to send appropriate outdoor clothing. A child who is not well enough to play outside should stay home. We will make every effort to have children dress warmly and we will not go outside in extreme weather.

RULES & REGULATIONS

_____Initials

The SAP does not permit offensive conduct, threatening behavior, fighting, and the possession of weapons, including toy items. On the first incident the child will be suspended for a day. On the second incident the child will be suspended for a week. The third offense is cause for dismissal from the program, however, depending on the severity of the offense, the administration reserves the right to suspend or dismiss the child from the program immediately. **No refunds will be given for suspensions.**

You are required to sign your child out of the program each day. You are required to sign the Parent Distribution Form for all memos you receive.

NO TOLERANCE POLICY

_____Initials

Possession of weapons on city property is a FELONY. Weapons include but are not limited to knives, guns, razors, etc. Profane language will NOT be tolerated. Any person (s) fighting, threatening or intimidating any activity that proves to be harmful or hazardous to anyone will be SUSPENDED and or PROSECUTED. Disrespect towards staff or anyone will not be tolerated. Person (s) found to be responsible for damaging or destroying city property will be suspended from the activity and or facility. Compensation for replacement may be requested. Running, horseplay, fighting and the like are not permitted. Smoking, gambling, alcoholic beverages and displays of physical affection are not permitted. Loitering inside or outside of the facility will not be permitted. Participants are expected to follow directions. Anyone who cannot conform to guidelines will be removed from program. Parent(s), guardian(s), or emergency contacts will be called and expected to pick up any participant not following directions or obeying the rules.

HEALTH

_____Initials

A copy of your child's immunization records and a physical examination must be given to your center within 30 days of enrollment. The staff will keep a first aid kit on hand at all times. Our staff is also trained in first aid procedures. A child will not be admitted to the Hampton Parks and Recreation program with any of the following symptoms: severe cold, severe sore throat, fever of over 100-degrees Fahrenheit or above; vomiting, undiagnosed rash, diarrhea, or lice. When a child is not feeling well, the parent/guardian or the emergency contact person will be called. Please make arrangements to pick your child (ren) up within 30 minutes of the call. Failure to do so will result in child's dismissal from the program. If a child is absent because of an infectious disease, they may not return to the program without a note from the physician indicating the child's condition is no longer contagious.

INCLEMENT WEATHER/EMERGENCY PROCEDURE

_____Initials

During the normal school year and school closes early, SAP will open immediately; however, we request that you pick up your child as soon as possible. If schools close for the entire day (this will be announced on radio and TV), the School Age Programs CLOSE. If school openings are delayed (example: 1 hour or 2 hour delay) there will be no A.M. Program that day, however, the afternoon program will be held as scheduled.

Each family is encouraged to have an alternate plan of action in case of early program dismissal due to bad weather or in the event of an emergency. Decisions to close will be made by the Director of Parks and Recreation. Staff will try to contact parent/guardian individually and or announcements will be made on local radio stations. If you have any questions, please contact the SAP office at 728-3270.

EMERGENCY PROCEDURES

_____Initials

Procedures will include calling 911, contact a parent/guardian or an emergency contact if the parent/guardian can not be reached. If a child (ren) needs emergency medical transportation, a staff member will make parent/guardian aware and accompany the child to the medical facility if allowed.

FOOD POLICY

_____Initials

Snacks will be provided daily (during normal school year). If a child wishes to bring his or her own snack from home to eat during snack time they may do so as long as the food is unopened (has not be partially consumed during the child's lunch period or prior to the program). On half days and during the summer programs participants must bring a healthy bag/cooler lunch and drink. If a participant forgets or leaves lunch at home they will call a parent/guardian to bring a lunch to them. Perishables are discouraged due to their tendency to spoil during the day. We do not allow CANDY, GUM, and/OR CANDY BARS to be consumed during the program unless dispensed by the staff for special occasions.

TRANSPORTATION

_____Initials

The SAP does not provide daily transportation to or from the program. Field trips are the only occasion that participants will be transported. Before a participant goes on a scheduled field trip the parent/guardian must fill out a field trip permission slip. When registering your child for the field trip you will be given the departure time and scheduled return time. The same rules apply after field trips as regular pick-up days. Only authorized individuals may pick-up children.

CONSENT FORMS

_____Initials

We recommend children who are to ride home with people other than their parent/guardian or walking, have a signed and dated note stating the person they will be allowed to ride or walk with. The parent on the authorization form should list this person. Please make you child aware if you are not picking them up or call the staff so there will be no confusion.

MEDICATION

_____Initials

Parents must send written instructions AND complete an AUTHORIZATION FOR THE RELEASE OF MEDICATION FORM for any non-prescription drugs their child must take; PARENTS MUST STATE DURATION OF MEDICATION. All prescription drugs MUST BE UNOPENED IN ORIGINAL PRESCRIPTION CONTAINER.

LOST OR STOLEN ITEMS

_____Initials

It is the responsibility of the participant to keep up with all personal items. The City is not accountable for any personal items that are lost or stolen. Please have your child (ren) leave toys, video games, etc. at home, this will keep the object from becoming lost, stolen or broken. We will have enough activities to keep your child (ren) occupied.

ACCIDENTS/INCIDENTS

_____Initials

All serious accidents or incidents involving participants **MUST BE REPORTED IMMEDIATELY**. The parent of the child and Program Manager will be contacted immediately. If a child is injured seriously and 911 must be called, the program leader or aide will accompany the child in the ambulance. All accidents are documented. Each parent/guardian will be notified if their child (ren) is/are injured during the program. Routine and minor injuries will be handled in house (i.e., a scraped knee or bruised elbow). The rescue squad will be called if a serious injury is suspected. The parents or emergency contact will be notified immediately. The City will not accept responsibility for any medical services needed.

LINE OF AUTHORITY

_____Initials

One Program Leader and at least one Program Aide staff each site. If you have any questions or concerns that on-site staff cannot assist you with, contact the site coordinator or the SAP Program Manager at 728-3270.

POLICY FOR SUSPECTED CHILD ABUSE OR NEGLECT

_____Initials

If abuse or neglect is suspected, center staff will contact the Program Manager. The Program Manager investigates and determines course of action. The Program Manager calls Child Protective Services for guidance or to file complaint if necessary.

GENERAL PHOTOGRAPH/VIDEO RELEASE FORM

_____Initials

I/We **DO** (by initialing) or **DO NOT** (by not initialing) consent to, and authorize the Hampton Parks and Recreation School Age Program to reproduce and/or publish pictures or likeness of my child (ren), for the purpose of advertising or otherwise encouraging public participation in the Hampton Parks and Recreation School Age Programs or any other city recreation program.

OUT OF PROGRAM EMPLOYMENT

_____Initials

The Hampton Parks and Recreation Department is not responsible for staff child-sitting for parents and/or guardians before or after program hours. Any such arrangement is totally separate from Hampton Parks and Recreation's programs and should not be conducted in our facilities.

PARENT AND GUARDIAN INVOLVEMENT

_____Initials

We believe in a strong partnership between parents and staff. Hampton Parks and Recreation has the following avenues of parental involvement to encourage parental input in decision making and planning and to facilitate communication among parents.

1. Parents may request a conference with the program Leader any time to discuss their own child or the program in general.
2. We always like to know what you think. If you have a question, concern, or suggestion, please leave a note, talk to the staff or call the coordinator (757) 728-3270 at any time. We send out evaluation surveys from time to time to get feedback on how we're doing.
3. You are always welcome at Hampton Parks and Recreation Programs. You are welcome to go along on a field trip. You're welcome to just come and spend an hour with us!